Friedman Web Site Student Cheat Sheet

This document explains the different ways you can interact, while logged in, to the Friedman web site.

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Login

To login, scroll down to the bottom of any page on the Friedman web site and click on the white text Login in the red footer.

In the next screen, enter your Tufts Username and Password. These will be the same that you use to access your email, library accounts, TUSK, etc.

It may take a moment or two for the login to process. Please have patience. If, after clicking the login button, you are not taken to the front page of the web site but instead see an error message, please refresh your browser (hit the F5 key).

To easily tell if you are logged in, visit any page on the web site except the front page. In the left-hand navigation column, you will see your Tufts Username and your Quick Links. Learn more about User Quick Links below.

Logging Out

You do not have to log out of the Friedman web site. It will keep you logged in, even after you close the browser window, for up to a month. However, if you are using a public computer, such as one of those in the Student Lounge, it would be good practice to log out so no one accesses your account.

To logout, you can click the Log out link in the left-hand column, or in the same location as you found the Login link at the bottom of the page, you will now see Logout. A successful logout will return the screen to the front page of the Friedman web site.

User Quick Links

After logging in, on any page except the front page, you will see the User Quick Links (see Figure 2). The User Quick Links appear after the current section navigation and before the Site Links navigation. For example, in Figure 2, the user jdoe02 is currently on the About page, so the current section navigation shows the navigation for the About section of the web site.

The User Quick Links provides you quick access to hopefully the most needed items on the web site: the Friedman Bulletin Board, Academic Calendar, All Courses listing, the postings for Careers and Internships. The My Account link will let you manage your subscriptions and email settings, more on that below. Under Create Content you can quickly create a Friedman Bulletin Board post, or post an
Event to the web site. All events posted by a student will need to be approved by the Office of Student Affairs. An email will let you know when someone has approved your event and it has been published to the web site. See the Events section below.

**Student Life (http://www.nutrition.tufts.edu/student)**

The Friedman web site was built to have all the resources a current student might need on one page, the Student Life page. Forms, documents, resources for living in Boston, Health Insurance, Student Organizations, and Career Service information—which includes recent job and internship postings-along with links to University and the Friedman web site.

If you are logged in, at the bottom of this page you will see Office of Student Affairs posts, and a 4-tabbed box with recent Bulletin Board, Career Listings, Internships, and Research Funding posts (see Figure 3). Click on a tab to see the latest postings for each. At this time (Fall 2011), Research Funding is still under-construction. This way, you do not have to visit each of these four different areas of the web site to see what is new.

This page has its own RSS feed. If you wish to keep on top of postings from the Friedman Bulletin Board, Career Services bookmark the RSS feed: [http://www.nutrition.tufts.edu/student/rss.xml](http://www.nutrition.tufts.edu/student/rss.xml)

(or hit the orange RSS button)
Friedman Bulletin Board (http://www.nutrition.tufts.edu/forum)

Have a bike you want to sell? Looking for a roommate? Post your request to the Friedman Bulletin Board. Once restricted to an e-list, this new feature for the Friedman Community allows us to quickly post items of interest without filling up our inboxes.

You cannot attach photos to a post; however, you may link to photos (say of an apartment you are subletting) that are hosted somewhere else, say on Flickr.

Guidelines
The Friedman Bulletin Board is open to all Friedman School faculty, students and staff. Membership will be voluntary and subscribers can unsubscribe, or change their subscriptions settings, at any time. This list is moderated only for spam; thus any subscriber can post. These unofficial postings might include announcements, academic discussions, articles and lectures of interest, apartments, items for sale, meet-ups, and activities of interest to some but not all Friedman School members.

![Bulletin Board overview](image)

Figure 4. Bulletin Board overview

The Bulletin Board is made up of different boards:

- Research/Classes
- Marketplace
- Housing
- For Your Information

Each board has separate forums. You post to a specific forum and can subscribe to each forum from the My Account page (see the Subscribe section below). You can post a new topic, or post a reply to a current topic. A quick glance will also review what topics have new posts since your last login, which topics are hot (have 10 posts in less than 24 hours), and which ones you created.

These are posted to the entire Friedman Community, so please use common sense and read the Guidelines beforehand. Any posts that violate the guidelines will be removed.
Anything posted here should be considered something of interest to the Friedman community but not dire if missed. *Official announcements will still be sent via email.*

**Posting to the Bulletin Board**

Figure 5. Creating a new Bulletin Board topic

1. To create a new Bulletin Board Post, you can click **Bulletin Board Post** under **Create Content** on the **Quick Links** in the left-hand column. Or, you can go to the Bulletin Board page (http://www.nutrition.tufts.edu/forum) and click the **Post new Bulletin Board** topic at the top of the page.

2. Enter the Subject, select the appropriate Bulletin Board or forum where this should be posted to, then enter your message. You can insert links, copy and paste from Word or some other source, and even link to photos residing somewhere else (ie flickr). Keep the checkbox **Show summary in full view** clicked UNLESS you are posting a very long document.

3. If you wish, click the **Preview** button to see what your post will look like. Your post will not appear on the site until you click the **Save** button.
**Edit or Delete a Post**

You may edit and delete your own posts. Find your post on the board, and click on it. On the next screen (Figure 5) click on the edit tab.

![Edit or delete your post](Image)

You will then see a similar screen to the Create Topic (Figure 4) with everything you entered. If you wish to edit, make your changes, preview if you wish, then hit the Save button. If a user has the “update” notification turned on (see My Account), they will receive another email with your changes. If you wish to delete your post, click the **Delete** button, then confirm your wish to delete on the next screen.

**How to Reply to a Post**

If you wish to respond to someone’s post, click the **Add new comment** link at the bottom. On the next screen you’ll see the text of the post, and the text box for you to enter the subject of your reply and the textbox for your reply.

You must **Preview** your response before you can **Save** it. This mechanism will help reduce erroneous posts.

Your reply will then appear after the original topic. You may also reply to someone else’s reply, not just the original topic.

**Different Methods to keep abreast of the Bulletin Board**

1. **Email**
   
   By default, a student receives email notification whenever a new topic is posted to the Bulletin Board. If you do not wish to receive emails, you must go to the My Account page and change your settings.

2. **Checking the board manually**
   
   Every time you log in, you can see what was posted since your last visit. You do not have to read each post to have it no longer marked as new. Just visiting the main Bulletin Board page will mark the posts as old.
3. **RSS**

Each forum has its own RSS feed that you can bookmark.

- Classes: [http://www.nutrition.tufts.edu/forums/research-classes/classes/feed](http://www.nutrition.tufts.edu/forums/research-classes/classes/feed)
- Research & Projects: [http://www.nutrition.tufts.edu/forums/research-classes/research-projects/feed](http://www.nutrition.tufts.edu/forums/research-classes/research-projects/feed)
- iClickers: [http://www.nutrition.tufts.edu/bulletin-board/markplace/iclickers/feed](http://www.nutrition.tufts.edu/bulletin-board/markplace/iclickers/feed)
- Textbooks: [http://www.nutrition.tufts.edu/bulletin-board/markplace/textbooks/feed](http://www.nutrition.tufts.edu/bulletin-board/markplace/textbooks/feed)
- Buy: [http://www.nutrition.tufts.edu/bulletin-board/markplace/buy/feed](http://www.nutrition.tufts.edu/bulletin-board/markplace/buy/feed)
- Apartments Needed/Wanted: [http://www.nutrition.tufts.edu/bulletin-board/housing/apartments-neededwanted/feed](http://www.nutrition.tufts.edu/bulletin-board/housing/apartments-neededwanted/feed)
- Sublets: [http://www.nutrition.tufts.edu/bulletin-board/housing/sublets/feed](http://www.nutrition.tufts.edu/bulletin-board/housing/sublets/feed)
- Roommate Search: [http://www.nutrition.tufts.edu/bulletin-board/housing/roommate-search/feed](http://www.nutrition.tufts.edu/bulletin-board/housing/roommate-search/feed)
- Job or Internship Opportunity: [http://www.nutrition.tufts.edu/bulletin-board/your-information/job-or-internship-opportunity/feed](http://www.nutrition.tufts.edu/bulletin-board/your-information/job-or-internship-opportunity/feed)
- Off Campus Events: [http://www.nutrition.tufts.edu/bulletin-board/your-information/campus-events/feed](http://www.nutrition.tufts.edu/bulletin-board/your-information/campus-events/feed)
- Other: [http://www.nutrition.tufts.edu/bulletin-board/your-information/everything-else-you-wish-share](http://www.nutrition.tufts.edu/bulletin-board/your-information/everything-else-you-wish-share)
- Student Group Meetings, Meet-ups, Other: [http://www.nutrition.tufts.edu/bulletin-board/your-information/student-group-meetings-meet-ups-other/feed](http://www.nutrition.tufts.edu/bulletin-board/your-information/student-group-meetings-meet-ups-other/feed)

**My Account**

On the My Account page, accessed from the User Quick Links in the left-hand navigation column, you can change what emails you receive from the site, add a signature which will be added to your posts, quickly see what responses you’ve received to your posts, which Bulletin Board topics to follow, and signups to events.

By default, a student account was created with the following settings:

- Receive email notifications: yes
- Auto-subscribe to new content: yes (on posts that you have created)
- Auto-subscribe to comments: yes (only on posts that you have commented on)
- Notify poster of own posts: yes (you’ll receive an email after you create a new post)
- Digest mode: no (you can turn this on to bundle any emails to only send every 3 hours instead of instantaneously)
- Send notification on updates: yes
- Send notification on comments or reply: yes

These settings apply to the Friedman Bulletin Board.
Change Email Notifications

If you no longer wish to receive emails from the web site, or only want to be notified about certain forums from the Bulletin Board, you need to click on the Subscriptions tab in My Account. You will see the Overview screen (Figure 6) where you can change how to auto-subscribe to content, how often you should be emailed, and when to send a notification.

**To turn off ALL emails**
This option is only if you no longer wish to receive emails from the Bulletin Board, but will check the Bulletin Board via another method, or not at all.

1. Click on Delivery of notifications
2. Click the No radio button
3. Click Save button

**Change which content your are automatically subscribed to**
On the Overview screen (Figure 6), click the Settings link. You will now see content and auto-subscribe options. If you don’t wish to receive email when you leave a reply post (all replies to your post are sent via email so you don’t have to check), or If you wish to receive all your notifications in one batch, check or uncheck the appropriate boxes and hit the Save button.

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*Figure 7. Subscriptions overview screen*
Change which Forums you wish to Subscribe to

Your account was created to receive emails whenever a post was created in one of the 13 Forums on the Friedman Bulletin Board. If, for example, you know you no longer want to receive emails about T Passes, you can simply unclick that category. See Figure 7.

1. Click on the **Subscriptions** tab under **My Account**.
2. Click on **categories**.
3. Uncheck the Forums you no longer wish to follow. In this case, we’d uncheck the T Pass forum.
4. Hit **Save** button.

![Subscriptions Tab](image)

**Figure 8. Change Subscribed to Forums**
Career and Internship Postings
From time to time, the Office of Student Affairs may post potential job and internship opportunities on the Career Listings page (http://www.nutrition.tufts.edu/student/career-services/careers) and Internship Listings page (http://www.nutrition.tufts.edu/student/career-services/internship-listings). You can only view these pages while logged in, or follow their RSS feeds:

- Careers: http://www.nutrition.tufts.edu/student/career-services/careers/rss.xml
- Internships: http://www.nutrition.tufts.edu/student/career-services/internships/rss.xml

Or, by default, you receive an email when a new listing is posted. You can turn these off, as follows.

Remove Subscription from Career/Internship Listings
These are also by default sent as email items. To remove Career and Internship postings:

1. Click on the Subscriptions tab under My Account.
2. Click Content Types.
3. Uncheck the Career/Internship Listing.
4. Hit Save button.

Do not uncheck the Bulletin Board topic option here. To no longer receive emails about Bulletin Board posts, see Change which Forums you wish to Subscribe to or Change Email Notifications sections above.

In this section, you can also turn on subscriptions to Friedman Seminars and Featured. If you turn one of these Content Types on, whenever a new Friedman Seminar (for example) is posted to the web site, you will receive an email notification.
Add a Signature to your Posts
Just like in emails, you may add a signature that will be displayed at the end of your comments/post. You may change the font, add color, copy your current signature from Outlook and use it – whatever personalizes it.

1. From My Account, click the Edit tab.
2. Enter in whatever you want as a signature, using the buttons at the top of the Signature box to stylize the text.
3. Hit the Save button at the bottom of the screen.

Add an Event
If you have an event for the Friedman Community, say a meeting for a student group, or announcing the annual Fair Exchange sale in the Jaharis Lobby, you may add it to the Friedman web site. Once you submit an event, the Office of Student Affairs will have to approve it, electronically, before it appears on the site. You will receive a notification that your event was approved.

These events will be approved by the Student Affairs Office before posting to the site.

1. Click Event under the Create content in User Quick Links section in the left-hand column or
   On the main Events page (http://www.nutrition.tufts.edu/event) you click Add Event in the left-hand navigation or
   If you’re viewing the Events in Calendar format, click on Add+ near the top of the screen.
2. Fill in a title and you must enter at least 10 words for the description.
3. In the Date portion, the format is mm/dd/yyyy. If you click on the From date field (see Figure 10) you can then navigate using the date-picker to your desired date.
4. Click on time field and enter your time. Time can only be in 15 minute increments, so only 00, 15, 30, and 45 are allowed. If you wish, you can hold down the up or down arrow keys to quickly scroll through the hours.
5. Repeat **Step 4** with the **To date** field. The to date must be greater than the From date.
6. Name and email are required.
7. By default, the location is entered as Jaharis, Behrakis Auditorium, Boston Campus. For on campus events, use this style guide: **Building, Room, Campus**.
8. In the Vocabularies section, tag this event with the appropriate vocabulary tags.
   a. Choose a **Tufts Location**, or select **Other**.
   b. If this event is geared only to one program or department, select that from the Programs dropdown. Most of the time you will not need to select anything.
   c. Select what type of category this event should be tagged as. You can select multiple categories by holding down the Control or Command button while clicking on a category.
9. Click the **Preview** button if you wish to see how it will look and then make further edits. Depending on your browser, you may have to reselect the vocabulary tags as you did in Step 8.
10. When everything looks good, click the **Save** button.
11. Once the Office of Student Affairs has approved the event, you will receive an email saying your event was approved and now appears on the web site.
RSS Feeds
For your information, the following is a list of all the RSS feeds from the Friedman web site:

- Main Site: http://www.nutrition.tufts.edu/rss.xml
- Student Life: http://www.nutrition.tufts.edu/student/rss.xml
- Events: http://www.nutrition.tufts.edu/events/rss.xml
- Careers: http://www.nutrition.tufts.edu/student/career-services/careers/rss.xml
- Internships: http://www.nutrition.tufts.edu/student/career-services/internships/rss.xml

The Bulletin Board Forums:

- Buy: http://www.nutrition.tufts.edu/bulletin-board/marketplace/buy/feed
- Sell: http://www.nutrition.tufts.edu/bulletin-board/marketplace/sell/feed
- iClickers: http://www.nutrition.tufts.edu/bulletin-board/marketplace/iclickers/feed
- Textbooks: http://www.nutrition.tufts.edu/bulletin-board/marketplace/textbooks/feed
- Job or Internship Opportunity: http://www.nutrition.tufts.edu/bulletin-board/your-information/job-or-internship-opportunity/feed
- Student Group Meetings, Meet-ups, Other: http://www.nutrition.tufts.edu/bulletin-board/your-information/student-group-meetings-meet-ups-other/feed
- Off Campus Events: http://www.nutrition.tufts.edu/bulletin-board/your-information/campus-events/feed
- Other: http://www.nutrition.tufts.edu/bulletin-board/your-information/other/feed
- Apartments Needed/Wanted: http://www.nutrition.tufts.edu/bulletin-board/housing/apartments-neededwanted/feed
- Sublets: http://www.nutrition.tufts.edu/bulletin-board/housing/sublets/feed
- Roommate Search: http://www.nutrition.tufts.edu/bulletin-board/housing/roommate-search/feed
- Classes: http://www.nutrition.tufts.edu/forums/research-classes/classes/feed
- Research & Projects: http://www.nutrition.tufts.edu/forums/research-classes/research-projects/feed

How to use an RSS Feed
RSS (which stands for Really Simple Syndication) is a method of publishing regularly updated web content so users can automatically receive it.

RSS feed files, which often end in .xml file format, contain a portion or all of the content that is being syndicated from a website, whether it is a news story, a podcast or a blog entry. RSS feeds can be read using RSS feed readers, or aggregators (list of feed readers). By inputting the URL of a RSS feed into the reader, the user can subscribe to the feed and automatically receive updated content.

- “What the Heck is RSS?” Introductory article explaining RSS, feed readers, and how to subscribe: http://www.copyblogger.com/what-the-heck-is-rss/
• Microsoft’s explanation and how to add a feed to your **Outlook** account and/or **Internet Explorer** browser:
• How to add a feed to **FireFox** browser: http://www.tubetorial.com/how-to-add-an-rss-feed-in-firefox/
• How to add a feed to **Safari** browser: http://support.apple.com/kb/HT2521
• **Chrome** does not currently allow feeds to be added without additional extensions. Read more:
  http://www.google.com/support/forum/p/Chrome/thread?tid=7d46fd6508f388ce&hl=en
• To add Student feed to **Google Reader** or your **Google homepage**:
  Help for **Google Reader**:
  http://support.google.com/reader/bin/answer.py?hl=en&answer=69967&topic=12011&ctx=topic
• To add Student Feed to a **Yahoo homepage**: